

Broadcast Checklist	
Item	Completed
Decide on type of broadcast	
Review requirements	
Decide on requirements which will be used	
Choose a campus point of contact	
Create a list of responsibilities	
<b>Equipment</b>	
Video Camera w/IEEE 1394	
Computer w/ IEEE 1394	
Microphone	
Tripod	
Secure Area (set)	
Props	
Lights	
Set up Studio	
<b>Method</b>	
Decide on Process	
Decide on Student Roles	
Assign Staff Responsibilities for Each Student Roll	
Teach/Train Staff	
Choose Students	
Teach Students their Roles	
<b>Practice Session</b>	
Test Setup	
"Dry Run" with students and setup	

